










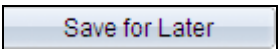

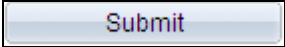

FMLA Time and Labor

Step	Action
1.	<p>Navigate to this website to begin: www.in.gov/spd/instep</p> <p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the Human Resources link. A new page or tab will populate.</p> <p>Human Resources</p>
3.	<p>Click the Main Menu button.</p> <p>Main Menu</p>
4.	Point to the Self Service menu.
5.	Point to the Time Reporting menu.
6.	Point to the Report Time menu.
7.	<p>Click the Timesheet menu.</p> <p>Timesheet</p>
8.	<p>Enter the hours worked or leave time taken for each day in the corresponding box. A separate row is required for each different type of leave and for regular hours worked.</p>



Step	Action
9.	<p>Choose the proper Time Reporting Code for each day of your work schedule.</p> <p>Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>If available, sick leave must be used for an FML absence due to a serious health condition of the employee or his/her spouse, child, or parent before any vacation or personal leave can be used.</p> <p>If no accrued leave is available, or employee chooses not to use vacation or personal leave, then choose the Time Reporting Code of "AWLP-Authorized Leave Without Pay."</p> <p>If your FML absence consecutively covers the entire calendar week in which a Holiday is observed, then FML will also be charged concurrently with that Holiday.</p>
10.	<p>Click the Time Reporting Code list.</p> 
11.	<p>Choose the proper Time Reporting Code for each day you were scheduled to work.</p> <p>Click the REG - Regular Work Hours list item.</p> 
12.	Click the scrollbar and move to the right side of the Time Reporting Code .
13.	<p>A separate row is required for each different type of leave and for regular hours worked.</p> <p>Click the Add Row button if you need more rows to document your hours worked or accrued leave taken during the pay period.</p> 
14.	Enter the hours worked or leave time taken for each day in the corresponding box.
15.	<p>NOTE: Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>Click the Time Reporting Code list.</p> 



Step	Action
16.	Choose the applicable leave. For this example, we will click the SICK - Sick Time list item. 
17.	Click the scrollbar.
18.	Click the FMLA Request list. 
19.	NOTE: FML request approved prior to the electronic implementation will default to 000. Approvals granted after 8/19/2012 using the PS/FMLA module will be issued a Request ID (e.g. 001, 002, 003), which will appear as choices in this box. For this example, click the 000 FMLA Request ID . 
20.	Note: If you enter any lines in error, you may use the Minus icon to delete the row.
21.	Click the scrollbar.
22.	Now you will need to continue to add your time worked or leave taken for each day of the week. NOTE: Once you have completed your time entry, you should do both of the following to complete time submission: 1. Save using the Save for Later button. 2. Submit your time using the Submit button.
23.	Click the Save for Later button. 
24.	Click the Yes button. 
25.	Review to be sure you have accurately entered the number of hours (work or leave) and Time Reporting Codes and FMLA Request ID on the correct rows for the entire pay period.
26.	Click the Submit button. 
27.	Click the OK button. 



Job Aid



Step	Action
28.	Click the Sign out link. Sign out
29.	End of Procedure.